



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 5090.1E

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### NAS LEMOORE INSTRUCTION 5090.1E

From: Commanding Officer, Naval Air Station, Lemoore

Subj: NAVAL AIR STATION LEMOORE RECYCLING PROGRAM

Ref: (a) Executive Order 12780 of 31 October 1991  
(b) OPNAVINST 5090.1A  
(c) NASLEMINST 4500.4A  
(d) NASLEMINST 4500.3J  
(e) NASLEMINST 5100.12D

1. Purpose. To establish the NAS Lemoore Recycling Program, publish procedures and define authority for the collection and processing of recyclable materials throughout the Naval Air Station.

2. Cancellation. NASLEMINST 5090.1D

3. Discussion

a. This instruction applies to Naval Air Station Lemoore and all tenant activities. Full participation in the Recycling Program is mandatory for civilian and military personnel of all Naval Air Station departments and special assistants, all tenant commands and detachments aboard the air station and all personnel residing in government bachelor and family quarters. Reference (a) directs operation of a program to promote cost-effective waste reduction, recycling of reusable materials and composting of organic materials in all Government operations and facilities. Chapter 10 of reference (b) authorizes the establishment of Qualified Recycling Programs (QRP) to recover scrap or waste from waste streams and manage recyclable materials to maintain from enhance their material use or marketability.

b. Recycling is important to the entire NAS Lemoore community. The State of California has mandated that all communities, including military installations, reduce the amount of solid waste they bury in landfills by 50 percent by the year 2000. Recycling is a key means of "diverting" waste that otherwise would be landfilled. By diverting waste away from landfills, the station can save the cost of landfill "tipping fees", which are rising as less land is available for landfill use and as environmental protection requirements increase the cost of operating landfills. By recycling, the station also

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derives income from the sale of scrap materials which can be used to fund needed improvement projects. Recycling is good for the environment and is a duty of all citizens.

c. Recyclable materials are defined in reference (b) as, "materials that normally have been or would be discarded (i.e., scrap and waste) and that may be reused after undergoing some type of physical or chemical processing." Recyclable materials do not include precious metal-bearing scrap, reference (c), and those items which may be used again for their original purposes or functions, reference (d), without any special processing; e.g., used vehicles, vehicle or machine parts, furniture and furnishings, bottles (not scrap glass), electrical components, unopened containers of unused oil/solvent. Recyclable materials also do not include ships, planes, weapons, or any discarded material which must undergo demilitarization or mutilation prior to sale. Materials classified as hazardous wastes will be handled per reference (e). Many hazardous wastes are recyclable.

d. Federal legislation requires proceeds from the sale of recyclable materials from an installation to be used to cover operation, maintenance and overhead costs incurred in the recycling operation. Any excess may be used for pollution abatement, energy and safety projects and/or any nonappropriated morale or welfare purposes. Accumulation of proceeds from sales of recyclable materials is authorized only for installations which have a QRP, including the following program requirements:

- (1) Managing activity designated by the Commanding Officer.
- (2) Means for maintaining fiscal accountability for all funds received and disbursed.
- (3) Maintenance of records of the quantity and types of materials sold for recycling.
- (4) Review of all projects funded with the proceeds of recycling sales by the same chain of command that would normally review such projects if funded from normal appropriations.
- (5) Follow recyclable material sales requirements in reference (b).
- (6) Notify Defense Reutilization Marketing Office (DRMO) that installation has a QRP.

e. Recycling programs must be part of an overall solid waste management plan, complying with federal, state, and local laws,

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regulations and policies. Solid waste management plans shall be based on the following priorities:

- (1) Source reduction
- (2) Recycling
- (3) Energy recovery
- (4) Waste treatment
- (5) Contained disposal

f. Source reduction incorporates composting for yard waste reduction, reducing excessive packaging, reducing waste generation in offices by reusing materials (e.g., file folders, paper clips, interoffice routing envelopes, etc.), dual sided copying, using electronic mail instead of paper memos, reducing mailing and distribution lists and other similar actions.

g. Reference (b) directs Navy activities to implement source separation for recycling and to operate a single QRP at each installation. All tenant activities shall participate in the host activity's QRP.

h. The accumulation of funds from the proceeds of recycling sales is not affected by end of fiscal year and may be carried forward and merged with proceeds of subsequent years. Proceeds will first be used to cover costs of operations, maintenance, and overhead for processing and handling of recyclable materials, including the cost of equipment purchased for recycling purposes. Funds from sources other than recycling may be used to purchase facilities, equipment, and materials to support the recycling program if insufficient recycling proceeds are available.

i. If a balance remains, the Commanding Officer will determine the amount of proceeds to be transferred to specific projects. Not more than 50 percent of the balance may be used at the installation for projects for pollution abatement, energy conservation, and occupational safety and health activities. Also, not more than 50 percent of any minor construction project shall be paid for with proceeds from recycling material sales. At least 50 percent of project costs must come from other sources. Pollution abatement, energy conservation, and occupational safety and health projects shall not be included in the normal military construction program if sufficient recycling proceeds are available at the installation.

j. Any remaining balance will be transferred to the MWR Fund to help support morale, welfare, and recreation projects and programs throughout the Naval Air Station. If the balance of the installation's proceeds exceeds two million dollars at the end of

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a fiscal year, the amount in excess of two million dollars shall be deposited into the U.S. Treasury as miscellaneous receipts.

#### 4. Definitions

a. Recycling: The process by which recovered materials are transformed into new, usable products.

b. Qualified Recycling Program (QRP): Organized operations that review ongoing practices and material management efforts to recover scrap or waste streams, for recycling or reuse; including managing and maintaining the materials in order to enhance their use or marketability.

c. Solid Waste Streams: All residential and commercial garbage or refuse generated that, unless recycled, would be disposed of by landfilling or incineration.

d. Recyclable Materials: Material that would otherwise become municipal solid waste, and that may be collected, separated, or processed and returned to the economic mainstream as a raw material or product.

e. Source Separation: The separation of recyclable materials at the point of generation by the generator.

#### 5. Procedures

a. The NAS Lemoore Recycling Review and Planning Board will meet monthly or as required to review operation of the program. Membership of the board shall consist of the following personnel:

Commanding Officer  
MWR Director  
Command Master Chief  
Public Works Environmental Management Director  
EarthCare Recycling Center Manager

Additional members may be assigned by the Commanding Officer, Naval Air Station Lemoore.

b. The MWR Director is designated as the overall Recycling Program Executive Agent and Coordinator for NAS Lemoore. He/she shall maintain liaison with Commanding Officer, NAS Lemoore as appropriate and shall provide overall program policy guidance. The MWR Department is designated as the official and only collections/sales agent for the Naval Air Station Lemoore Recycling Program. Other local programs are not authorized, regardless of charity or other fund raising purposes without specific written approval from the Commanding Officer, NAS Lemoore. Organizations, special interest groups and individuals

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are not authorized to establish recycling programs nor access waste containers to remove recyclable materials.

c. Accumulation, processing and storage of recyclable materials shall be performed primarily at EarthCare Recycling Center, Building 790. The MWR Department EarthCare Recycling Center Manager is responsible for the day to day operations of the Recycling Program. The point of contact for establishing collection of recyclable materials and program requirements is the EarthCare Recycling Center Manager.

d. Commanding officers and officers-in-charge of tenant activities, department heads and staff officers shall designate a Command/Department Recycling Coordinator (E-6 or above recommended) in writing to the EarthCare Recycling Center Manager. Duties of the recycling coordinators are shown in paragraph 6. Except as may be available from EarthCare Recycling Center, containers and minor equipment for collecting and sorting recyclable materials shall be provided by the department, staff office, tenant command or detachment.

e. All housing units are provided with a minimum of three recycling bins. The bins are included on the housing inventory for accountability. Residents will separate their recyclable waste products and place them in the bins at the curbside on the pick-up days designated by the EarthCare Recycling Center Manager. Recyclable materials will be collected by EarthCare crews at least once a week from each quarters, excluding some holidays.

f. Recycling carts are placed on each floor in each BAQ. Residents will deposit all recyclable materials in the receptacles. Bachelor Quarters management staff will collect and sort materials and deliver to the first deck for EarthCare Recycling Center to collect at least once each week.

g. For offices and work spaces, to the maximum practical extent, recyclable materials will be sorted by the generator as directed by the EarthCare Recycling Center Manager. Where feasible, the generator shall deliver the materials to EarthCare Recycling Center. EarthCare Recycling Center will operate collection routes as permitted by equipment and personnel availability. It is the responsibility of the generator to ensure that all recyclable material goes to EarthCare Recycling Center. When delivery is not possible, pick-up by EarthCare Recycling Center can be scheduled. No recyclable materials are to be discarded in trash cans, dumpsters or other receptacles intended for refuse except as directed by the EarthCare Recycling Center Manager.

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h. Prior to delivery to EarthCare Recycling Center, all items of Government owned property must be declared scrap by the accountable officer of the owning activity, per reference (d). Such property must be accompanied by a properly authorized form DD-1348-1. No property shall be delivered to or picked up by EarthCare Recycling Center unless it is declared scrap and unsuitable for continued use.

6. Action

a. Commanding officers/officers in charge of tenant activities, department heads and staff officers will give their full support to the recycling program. They shall ensure that:

(1) All personnel have access to a current list of recyclable materials, are trained in recycling requirements and procedures and understand that the program is mandatory for all activities.

(2) To the maximum feasible extent, all recyclable products are captured and removed from the waste stream.

(3) Recyclable materials are sorted at the point of generation as directed by the EarthCare Recycling Center Manager and where feasible, delivered to EarthCare Recycling Center to assist in reducing cost and labor required for operating the recycling center. Pick-up by EarthCare crews can be scheduled if staffing and equipment allow.

(4) Recycling Coordinators are given leadership and strong support by their entire chain of command, and are provided equipment, assistance and materials, such as containers, to efficiently handle the volume of material.

(5) Except as may be authorized under paragraph 5b above, no other recycling programs are operated by their personnel and all recyclable material is handled as directed by the EarthCare Recycling Center Manager.

b. Command/Department Recycling Coordinators shall:

(1) Maintain liaison with EarthCare Recycling Center Manager or his representative to keep up to date on recyclable materials and their handling.

(2) Survey all work centers in assigned area to determine types and amounts of waste products produced; which of them are being recycled and the effectiveness of recycling efforts.



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(3) Consult with EarthCare Recycling Center Manager as needed to improve effectiveness of recycling program.

(4) Obtain periodic information of recycling program status from EarthCare Recycling Center Manager and make it available to all personnel in assigned areas.

(5) Keep chain of command informed on recycling program progress, improvement ideas and assistance, materials or equipment needed for a more effective recycling program.

(6) Provide or obtain necessary training for personnel in recycling requirements and procedures.

(7) Ensure materials processed, accumulated or stowed for recycling are handled per safety and fire prevention regulations.

(8) Ensure no other recycling programs are operated and all recyclable materials are handled as directed by the EarthCare Recycling Center Manager, except as authorized under paragraph 5b above.

c. MWR Director shall:

(1) Establish and maintain financial accounting records, procedures, and supporting documents to record receipt of funds for recyclable materials from the Comptroller NAS Lemoore and all other sources.

(2) Maintain records of all financial transactions completed by EarthCare Recycling Center. Publish monthly, a financial report detailing all revenues and expenditures.

(3) Ensure balance of funds received from the sale of recyclable materials does not exceed \$2,000,000 at the end of any fiscal year.

(4) Provide Recycling promotion/publicity material to all activities on board NAS Lemoore.

(5) Coordinate with NAS Lemoore Public Affairs Officer as required.

d. EarthCare Recycling Center Manager shall:

(1) Under the direction of the MWR Director, manage the daily operations of the Recycling Program to include scheduling collections, selecting when and to whom to sell recyclable materials, ordering supplies, supervising personnel and directing operation of EarthCare Recycling Center.

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(2) Provide monthly reports to the MWR Director and Environmental Director regarding the status of the Recycling Program, amount of materials processed, proceeds received, costs incurred, disposal costs avoided, individual command/department participation, effectiveness of incentive programs and improvement recommendations.

(3) Ensure maximum net proceeds are received for sale of recyclable materials. Receive, record and turn in to the MWR Director funds generated by sales of recyclable materials to commercial recycling facilities or scrap dealers. No sales of materials to individuals are permitted.

(4) Provide data on amount of materials collected, processed and sold monthly to Public Works Environmental Management Director.

(5) Prepare all applicable reports to higher authority and submissions for all potential awards for recycling operations. Maintain applicable permits and/or licenses required by state or other authority.

(6) Continuously develop new markets for recyclable materials and improved means of collecting, processing and shipping recyclables, including incentive programs, labor and cost saving ideas. Where possible, collect materials for which no current market has been found, if buyers are anticipated within a reasonable time.

(7) Maintain liaison with Command/Department Recycling Coordinators, Comptroller, DRMO, and Commanding Officer NAS Lemoore.

(8) Review records maintained by DRMO concerning quantities and type materials turned in by NAS Lemoore activities for sale under the QRP to ensure receipt of funds due the station.

(9) Represent NAS Lemoore at authorized recycling conferences sponsored by the Chief of Naval Personnel or others.

e. Supply Officer shall. Oversee the collection of recyclables from Bachelor Quarters.

f. Public Works Officer shall:

(1) Assist EarthCare Recycling Center Manager to maximum extent in collection and transportation of recyclable materials.



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(2) Assist EarthCare Recycling Center Manager to maximum extent in obtaining and maintaining transportation and materials handling equipment; in planning and executing improvement projects.

(3) Advise EarthCare Recycling Center Manager by memorandum of the presence of recyclable materials in refuse containers including location when noted by refuse truck operators.

(4) Assist EarthCare Recycling Center Manager in preparing long-range plans for facilities and equipment to accommodate expected volume of recyclable materials and reduce labor requirements.

g. Housing Director shall:

(1) Ensure housing residents are kept informed of mandatory Recycling Program requirements and procedures, encouraging increased participation in routine newsletters and other publications.

(2) Provide residents of housing with sufficient recycling bins.

(3) Advise EarthCare Recycling Center Manager monthly of quarters which have long-term vacancies.

(4) Provide warning notification to individuals reported as non-participants by EarthCare Recycling Center and initiate eviction proceedings as requested for repeated failure to participate.

(5) Advise EarthCare Recycling Center Manager of improvement ideas for collection of recyclables in the housing area.

h. Public Works Environmental Management Director shall:

(1) Advise EarthCare Recycling Center Manager of current laws and regulations concerning recycling, resource recovery and applicable hazardous material handling procedures.

(2) Maintain records of total solid waste production aboard NAS Lemoore and prepare reports of percentage of waste diverted by recycling, composting and other means for presentation at meetings of Recycling Review and Planning Board.

(3) Prepare reports of solid waste production, diversion and disposal as required by state or other authority.

i. Public Affairs Officer shall:

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(1) Provide continuing promotion/publicity of the Recycling Program and the command's goals.

(2) Advise EarthCare Recycling Center Manager of effective means of promoting recycling participation.

j. Comptroller shall:

(1) Accept reimbursement from Defense, Reutilization Marketing Region, (DRMR) Ogden, Utah for recyclable materials sold through Defense Reutilization Marketing Office, (DRMO) Stockton, California.

(2) Establish and maintain financial accounting records, procedures and supporting documents from the sale of recyclable materials through DRMO Stockton.

7. Forms. DOD Single Line Item Release/Receipt Document, DD-1348-1, 0102-LF-013-1040, is available through the supply system.

  
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